



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**REGION 2**  
**290 BROADWAY**  
**NEW YORK, NY 10007-1866**

September 30, 2015

**VIA EMAIL**

**Agreement No. 1 97206112**  
**Amendment No. 1**

Ms. Marlene Donnelly  
Core Group Co Chair  
Friends and Residents of Greater Gowanus  
460 Sackett Street  
Brooklyn, NY 11231

**Subject: No Cost Time Extension – FROGG TAG Agreement**

Dear Ms. Donnelly:

I am pleased to provide Amendment No. 1 to the above-referenced agreement. This amendment extends the project and budget period expiration dates to September 14, 2018 to allow Friends and Residents of Greater Gowanus (FROGG) to complete approved activities. This action is in accordance with your written request dated August 28, 2015. This amendment also reflects the Project Manager change from Bette Stolz to Marlene Donnelly. There is no change to the amount of funds awarded or the scope of work under this agreement.

Please note the changes made to Administrative Condition Nos. 5, 6, 7 and 18, and particularly the addition of Administrative Condition No. 21, Limitation on Charging Costs – Overdue Federal Financial Report (FFR). All other terms and conditions remain in effect. Because the inclusion of Administrative Condition No. 21 constitutes an enforcement action, you are entitled to appeal rights. To satisfy the condition, you must submit the overdue FFRs. Should you choose to appeal the inclusion of this condition, you must electronically file an appeal within 30 calendar days of the date of this letter. The appeal must be transmitted via email to the EPA Disputes Decision Official (DDO), Donald Pace at [Pace.Donald@epa.gov](mailto:Pace.Donald@epa.gov) with a copy to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov) within this 30 calendar-day period unless the DDO grants you an extension of time to file your appeal.

On July 1<sup>st</sup>, July 28<sup>th</sup>, August 28<sup>th</sup> and September 24<sup>th</sup>, EPA staff followed up with your organization regarding the overdue FFRs as well as other outstanding issues that FROGG needs to address. While we understand that FROGG has not made any drawdowns because EPA has not released any studies or documents that warrant review under this Technical Assistance Grant (TAG), the terms and conditions of the agreement require that FROGG comply with the following:

- When a no cost time extension is being requested, an interim FFR that reports the status of funds needs to be submitted to the EPA Las Vegas Finance Center even if there were no expenditures during the reporting period. To expedite review of the extension request, a courtesy copy can be sent to the Grants and Audit Management Branch. The interim

FFR that was sent to EPA on August 28<sup>th</sup> is not acceptable because there were no amounts entered into section 10 of the form. For example, line 10.d, Total Federal funds authorized, should be \$50,000. Please revise the interim FFR and submit a signed, dated copy in pdf form via email to [LVFC-grants@epa.gov](mailto:LVFC-grants@epa.gov) with a courtesy copy to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov). A blank copy of the FFR form is available at <http://www2.epa.gov/grants/epa-grantee-forms>;

- Submit the overdue FFRs for grant years 2013 and 2014 via email to [LVFC-grants@epa.gov](mailto:LVFC-grants@epa.gov) with a courtesy copy to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov);
- Notify EPA whenever there are personnel changes or changes in contact information. A revised Key Contacts Form needs to be completed and emailed to the Project Officer and [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov). A blank copy of the form is available at <http://www2.epa.gov/grants/epa-grantee-forms>; and,
- Provide certificates (emailed to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov)) showing mandatory non-profit training has been completed by **two** appropriate FROGG personnel. Please refer to Administrative Condition No. 18 for details of this requirement. Full compliance with this training requirement is a prerequisite for receiving any payments under your assistance agreement. The new personnel at FROGG must complete the mandatory non-profit training and email a pdf copy of the certificate of completion to EPA via the email address indicated above. We do note that only your certification is active until November 7, 2015. However, it will need to be renewed after that date.

As a reminder, EPA has eliminated the requirement for recipients to submit a signed Affirmation of Award for assistance agreements. An assistance agreement recipient demonstrates its commitment to carry out the award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or, 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. Please see the "Notice of Award" section of the agreement for more information. Due to this change, you are not required to sign and return a copy of the attached agreement. However, if you wish to file a notice of disagreement with the award terms and conditions, you must email your notice to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov). All email attachments must be sent in pdf format. Documents emailed to us in any other format will not be accepted.

We look forward to receiving the overdue items listed above. If you have any questions, please contact Arlene Chin at (212) 637-3408, or by email at [chin.arlene@epa.gov](mailto:chin.arlene@epa.gov).

Sincerely,



Rudnell O'Neal  
Associate Grants Management Officer

Attachment

cc: Natalie Loney, EPA